



# Employee Services Division

Office of Oceanic and  
Atmospheric Research (OAR)

September 8, 2020

Volume 1, Number 9

"Believe you can and you're  
halfway there."

## IMPORTANT REMINDERS

**01.** Click [here](#) for  
ePar form

**02.** Monthly HR  
Liaison Meeting –  
10/7/2020 @ 2pm

**03.** Enterprise  
Services – Helpful  
[SOPS](#)

## CAPS PERFORMANCE MANAGEMENT

End of Year Performance Closeout Items:

Thus far, we have held 12 office/lab discussions with pay pool managers and their staff to provide EOY performance closeout updates, timeline info, and required actions. The discussions include information for EOY All Hands Meetings which we are asking all Directors to have with staff no later than September 14th. If you haven't signed up, please do so via the Google Drive Folder: [HERE](#).

REMINDER: Pay Pause during the end of year performance closeout. Effective pay periods 21 and 22 (October 11 to October 24 and October 15 to November 25), there will be a pause on ALL pay actions such as temporary and permanent promotions. Deadline to submit actions in HRConnect PRIOR to the Pay Pause is **Friday, October 9**. This date allows time for the actions to be input and processed prior to the Pay Pause.

REMINDER: End of Performance Year Meetings with Staff. September 1-30, Preliminary Meetings to discuss self-accomplishments. October 13-27, Final Performance Feedback Meetings are held to provide performance scores, salary increases, and bonuses, if applicable.

REMINDER: The FY21 Incentive Award allocation has been established at 2.5%. 2% will be used for end of year performance bonuses, and .5% will be used for incentive awards.

PPS Bonus Accounting Code: Will begin with 101. Then the Project and Task Codes. Should be a total of 13 digits. No punctuation, spaces, etc.

## SES and SL/ST PERFORMANCE MANAGEMENT

End of Year Performance Closeout: Closeout Timeline was sent to all staff on Friday, July 31st. Initial performance reviews have been scheduled between September 1 - 18th.

## EMPLOYEE SERVICES DIVISION

**Director – Andrea Arnold**

### **Employee Recruitment & Strategy Team**

Tim Ash Scott  
Gretchen Church  
Elizabeth Haefeli  
Victor Villones

### **Employee Development & Recognition Team**

SheRee Lee  
Gerry Coffee  
Keeli Otto  
Angelica Dolford  
Antoninette Griffin



## TIME AND ATTENDANCE

*This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2<sup>nd</sup> Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.*

## TRANSIT SUBSIDY

For questions about the current use of transit subsidy, please refer to the NOAA POC's email from September 1, 2020. This email states that transit subsidy can be used during maximum telework if they are required to go into the office.

## SUPERVISOR CORNER

Competencies: Connecting Individual Performance to Organizational Success: Thursday, 9/24/2020  
<https://attendee.gototraining.com/r/2102375491902327809>

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Management Skills for New Supervisors (MSNS):

- October 26-30, 2021 and April TBD (Pacific Time)
- February 8-12, 2021 and July 26-30, 2021 (Eastern Time)

Registration via the Commerce Learning Center ([CLC](#))

## NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)

[New Employee Checklist](#)

[Supervisor Checklist](#)

## HELPFUL LINKS

[OAR HUB](#)

[Enterprise Services](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

## OAR LEARNING

Join OAR Learning on September 15th from 2:30-4:00 PM for the CAPS EOY Close Out Discussion and FY2021 Performance Plans Cascading Goals.

### Just in case you're interested....

The Office of Human Capital Services (OHCS) is hosting Federal Retirement Planning seminars. Please adhere to the deadline dates. Employees that cancel registration after the closing date will be charged. NO SF-182's are required.

- Retirement Planning for FERS Employees (11/02/2020 to 11/06/2020)
- 1pm to 5pm ET; [Registration Deadline:10/20/2020](#) Online only – **will not be recorded**
- \$210 p/person; **100 spaces available. Click [here](#) to register.** Employees with 20 or more years of service or within 5 or less years of retirement eligibility

## AWARDS

PECASE nominations are due September 16.

SAMMIES nominations are due October 7.

DOC Gold & Silver nominations are due October 19.

OAR Awards Ceremony will be virtual and held on December 1.



## OPEN JOB ANNOUNCEMENTS

The DHA announcement for 2 Supervisory Physical Scientist, ZP-1301-5 positions was posted on 8/31/2020 and closes on 9/14/2020.

Job Announcement # (DHA): [OAR-2020-0037](#)

## 2020 FEDERAL EMPLOYEE VIEWPOINT SURVEY

Per OPM's [memo](#) on the survey delay, the 2020 FEVS will commence later in September. In addition to questions on employee satisfaction and perceptions, the 2020 FEVS includes a specific COVID-19 section that assesses our ability to achieve mission success during this pandemic. For more information on the 2020 FEVS, please click on this Department of Commerce [link](#).